

**ENGINEERING AND RELATED SERVICES
JUNE 3, 2011**

**CONTRACT NO. 4400001613
RETAINER CONTRACT FOR
FABRICATION INSPECTION
STATEWIDE AND OUT OF STATE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Michael Ricca

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

PROJECT DESCRIPTION

The Consultant will be required to provide fabrication contract administration and fabrication engineering inspection services for fabrication plants in and out of state under separate Task Orders (TO's). The Consultant shall be required to execute a TO for each designated project which shall specify the scope of services, contract time, personnel assignments, and compensation. Each executed TO shall become part of the Retainer Contract. This contract will be for inspection services required for multiple state projects as assigned by the DOTD Fabrication Engineer.

SCOPE OF SERVICES

The following services to be performed will be under the direct supervision of the DOTD Fabrication Engineer.

1. Coordinate with DOTD Fabrication Engineer to schedule and attend the Pre-fabrication meeting. Consultant will be required to schedule and conduct the meeting.
2. Maintain all construction field records; make daily entries in the project diary to indicate the Consultant's personnel present on the job site, and the work being accomplished.

3. Provide all necessary personnel and equipment, or coordinate the activities of the selected testing laboratory to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
4. Submit all sampled materials to be tested by DOTD District Testing Laboratories, in accordance with the stipulated Sampling Manual.
5. Keep clear and concise records of the contractual operations, and accomplishments and prepare monthly pay documentation as needed for pay estimates.
6. Review all shop drawings prior to fabrication and notify DOTD of any inconsistencies.
7. Identify non-compliant material/components. Determine feasibility of repair and make recommendation to the DOTD Fabrication Engineer.
8. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of the DOTD. All partial and final construction estimates, inspection documentation and other required information must be submitted on forms approved by the DOTD.
9. The Consultant will be available for conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
10. When it is stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.
11. All fabrication inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD fabrication personnel or meet the additional requirements set forth in this advertisement.
12. All supervisory personnel must meet and retain the same qualifications as required of DOTD supervisory personnel or meet the additional requirements set forth in this advertisement.
13. The Fabricator will perform construction layout, and the Consultant will perform any necessary spot checks for verification.
14. Any proposed changes in plans or in the nature of the work will be pre-authorized in writing by the DOTD, prior to the performance of stipulated work.

15. The consultant will provide to the Fabrication Engineer on request and at the start of each TO:
 - A proposed Supervisory/Inspection staff schedule for review and approval.
 - Estimated inspection hours by task order
 - Estimated expense by task order.
16. Scan and provide required documentation in an approved electronic format until DOTD enables the Consultant to scan directly into the appropriate DOTD system (Content Manager).
17. Review Fabricator's procedures and readiness prior to start of a pour.
18. Review concrete mix designs for conformance to the project specifications and submit to the Fabrication Engineer for approval.

The following inspection services are the minimum that will be performed for fabrication at the Precast/Prestressed Concrete Plant. Additional action may be required for investigation of problems or as directed by the DOTD Fabrication Engineer.

1. Witness the breaking of cylinders, (release and 28 day) and the de-tension of members.
2. Inspect the loading of trucks and stamp members for shipping. Check Certificates of Delivery and write up release report to project engineer when requested. Draw up checkout sheet from an approved shop drawings and head up field books for production.
3. Inspect batch plant and transportation devices (trucks) for cleanness and good operation (no leakage or dusting). Check gravel and sand for proper storage (no standing water or trash). Witness the moisture and gradations test being performed by the contractor once a week. Insure stockpile material is stored properly.
4. Check to see that all material being used has been sampled and approved. Sample incoming material (strand, admix, hardware, bearing pads). Track and record all material that is allowed by QPL approval such as rebar, cement, form oil, and patching material.
5. Inspect piling or girder bed for alignment, level, form oil and cleanliness.
6. Post pour inspection documentation of cast components for conformance to shop drawings (measure length, inserts, diaphragm holes, steel projection, end dam bolts, sweep, camber and overall appearance). Identify and report any needed repairs.

7. Pre-pour inspection documentation of components including; witness all stressing operations. Measure and record: drape height. Document, hold down positions and reel numbers and heat number in field book. Inspect steel placement, measure diaphragm and length of component, check header for plum and square, or spiral spacing if member requires before setting side forms and approving line for casting. Insure that side forms are clean and have been adjusted properly to produce a good member.
8. Witness all stressing operations. Measure and record each elongations and individual strand load.
9. Inspect the casting operations, make test cylinders and perform slump test in accordance with the DOTD Standard Specifications.
10. Inspect components for proper finished per contract documents.
11. See that members are covered for curing with good tarps (no holes) and that temperature and/or steam recorders are in good working order.

NOTES:

1. For a Prestressed Plant to produce a line of girders every day, steps 5, 6 and 7 must be completed the day before.
2. The above steps may be performed simultaneously.
3. Steps 5 thru 10 are repeated for each line produced.

ITEMS AND SERVICES TO BE PROVIDED BY THE DOTD

The DOTD will furnish, without charge, the following services and data:

1. DOTD Structural/Marine Fabrication Engineer will retain oversight of all shop and fabrication inspection.
2. Laboratory testing of materials using samples procured, and submitted by the Consultant and/or his staff.
3. Project Plans, Specifications, Special Provisions, Design Criteria, Shop Drawings, Contract Proposal and Form Examples.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Standard Specifications for Roads and Bridges
3. Construction Contract Administration Manual

4. Materials Sampling Manual
5. DOTD Bridge Design Manual
6. Consultant Contract Services Manual
7. Manual for Quality Control for Plants and Production of Precast-Prestressed Concrete Products

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$5,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **five years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer Registered in the State of Louisiana.

2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana with at least five years experience in the design of or fabrication and repair of prestress components.
3. The Prime-Consultant must also employ on a full-time basis, a minimum of one Senior Fabrication Inspector meeting the following requirements:
 - PCI Level III and a minimum five years of prestress supervisory experience or;
 - PCI II and a minimum of ten years of prestress experience, of which a minimum of five years must be supervisory experience or;
 - Independent state certification and fifteen years of prestress experience, of which a minimum of five years must be supervisory experience or;
 - Individual application approved by the Fabrication Engineer

***For post tensioned operations or fabrication, additional requirements may be required.**

Supervisory Experience consists of:

- Responsible charge for the daily inspection, material sampling and personnel scheduling of a prestress fabrication yard.
 - Capacity to read, interpret and enforce specifications, plans, associated shop drawings and other pertinent requirements for complicated pieces.
 - Familiarity with normal industry repair procedures and an ability to provide recommendations when appropriate
5. The Prime Consultant must also employ as needed, or through the use of a Sub-Consultant or contract labor:
 - A minimum of four additional fabrication inspectors meeting DOTD requirements.

Certification of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 6;
2. Consultant's personnel experience on similar projects, weighting factor of 5;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 1;
4. Consultant's past performance on similar DOTD projects, weighting factor of 1;
5. Consultant's current work load, weighting factor of 0;
6. Location where the work will be performed, weighting factor of 4. *

* All respondents will receive a 4 for this category.

Complexity level (moderate)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie Guest – Ex officio
2. Mike Ricca – Project Manager
3. Alden 'Casey' Allen
4. Bernard Sincavage
5. Roger Rutland
6. Paul Harper

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact

between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;

- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with Contract No. **4400001613**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, June 28 21, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.